

Managing Text Flow 5

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Setting Page Layout	Set margins.	3.1.1
Working with Breaks	Insert nonbreaking spaces.	3.1.2
	Add hyphenation.	3.1.3
	Remove a break.	3.1.5
	Insert a section break.	3.1.7
Controlling Pagination	Force a page break.	3.1.6
Setting Up Columns	Add columns.	3.1.4
Inserting a Blank Page into a Document	Insert a blank page into a document.	3.1.8

KEY TERMS

- columns
- hyphenation
- landscape orientation
- margins
- nonbreaking spaces
- page break
- portrait orientation
- orphan
- section break
- widow



As a marketing associate for First Bank, you are involved in a wide variety of marketing and communications projects. In particular, you are responsible for creating and maintaining marketing collateral—brochures, posters, and other printed product information—that supports the sale of a product. It is time to update the personal Checking Choices document that your bank provides to people interested in opening new accounts. Word is a great tool for producing documents such as this. In this lesson, you will learn to work with page layout, control paragraph behavior, work with section and page breaks, create and format columns, and insert a blank page.

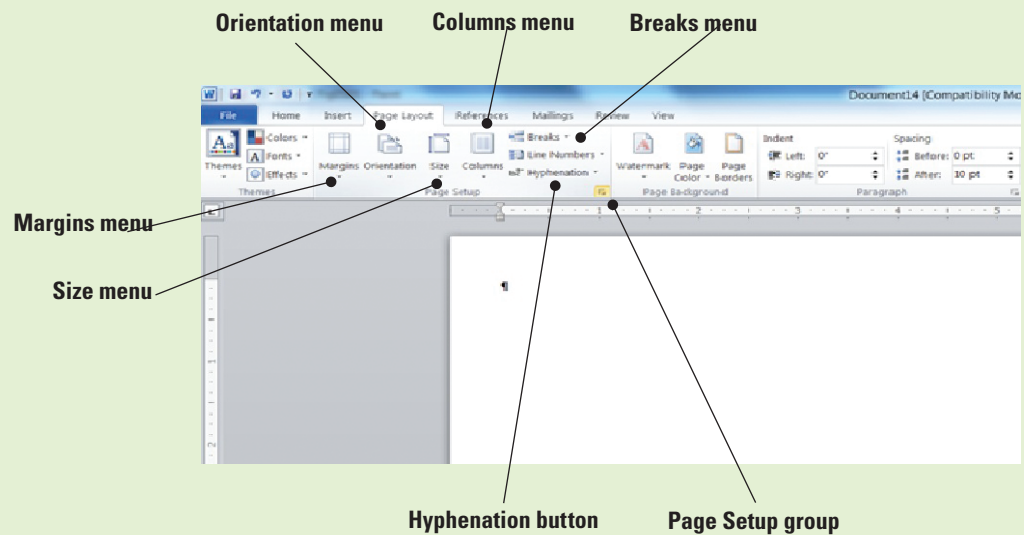
SOFTWARE ORIENTATION

Page Layout Tab

The Page Layout tab contains groups of commands that will produce a formatted document's layout for the entire document or sections of the document. Commands in the Page Setup group allow you to set margins, change the document's orientation, and adjust the paper size for the entire document or sections in the document. Inserting section breaks into the document enables you to change the page setup for an existing section in the document without affecting the other pages in the document. The hyphenation command provides options to hyphenate words in a document automatically or manually, and the nonbreaking space wraps text to the next to avoid breaks at the right margin to create a uniform look.

Figure 5-1

Page Layout tab



In the Paragraph group, Word contains features that control how a paragraphs breaks within the document and pages. You control the pagination in the document by preventing widows and orphans to break in the document, or keeping text together, lines together, and determining where page breaks will occur in the document.

You can manage the text flow in the document by creating multiple columns in a document, customize the column settings, and insert column breaks in the Page Setup group.

In the Insert tab, you can insert a blank page in the document to begin a new page.

The Bottom Line

SETTING PAGE LAYOUT

The layout of a page helps communicate your message. Although the content of your document is obviously very important, having appropriate margins, page orientation, and paper size all contribute to the document's readability and appearance.

Setting Margins

Margins are the blank borders that occupy the top, bottom, and sides of a document. You can change margins from Word's default size of one inch using commands in the Page Setup group in the Page Layout tab. You can choose from a gallery or set Customize Margins in the Page Setup dialog box. In the Page Setup group, click the Margins menu, and a set of predefined margin settings are available for selection. Click the setting of your choice and the whole document will reflect the changes. Click the Custom Margins command to display the Page Setup dialog box, where you can specify custom margin sizes. In this exercise, you customize a document's margins.

STEP BY STEP

Set Margins

GET READY. Before you begin these steps, be sure to launch Microsoft Word.

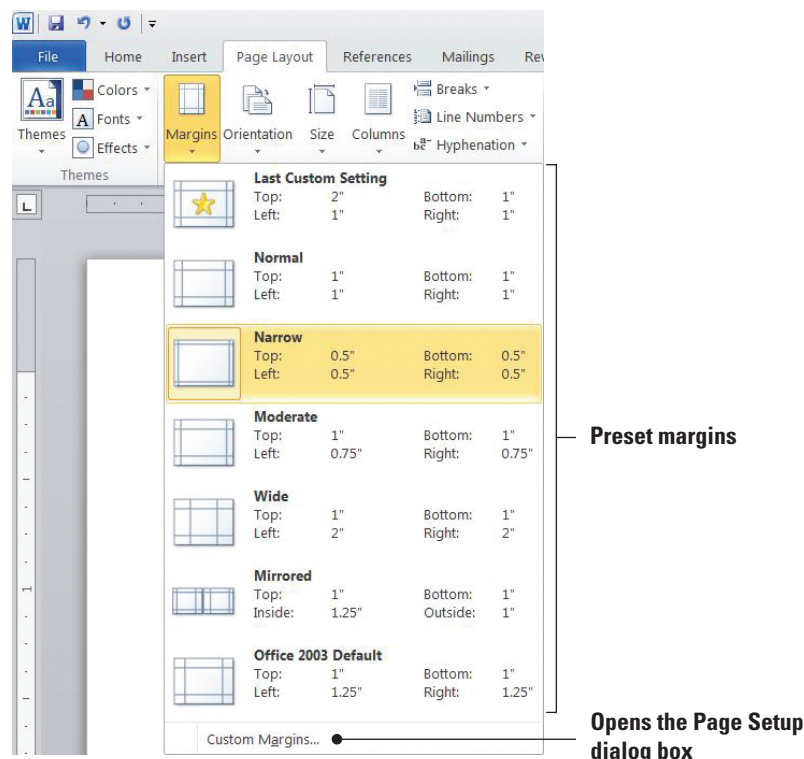
@ The *proposal* file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** the *proposal* file for this lesson.
2. Delete the extra blank lines above *USA Health Resources*.
3. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Margins menu; then choose **Narrow**, as shown in Figure 5-2. The margins are set to 0.5" from top, bottom, left, and right.

Figure 5-2

Margins menu

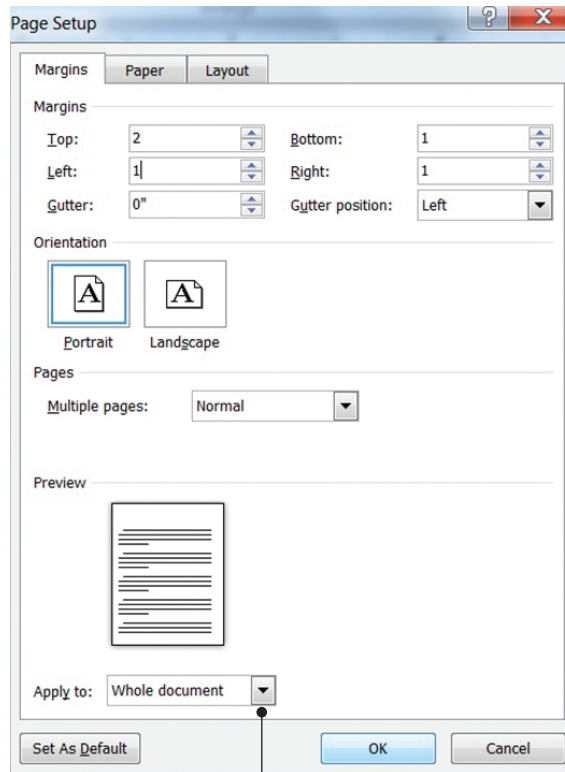
WILEY PLUS EXTRA
WileyPLUS Extra! features an online tutorial of this task.



4. In the Page Setup group, click the **drop-down arrow** to display the Margins menu; then click **Custom Margins** to open the Page Setup dialog box shown in Figure 5-3. Change the bottom, left, and right margins to 1" and the top margin to 2". Changing the margins affects all pages within the document. Click **OK**.

Figure 5-3

Page Setup dialog box



Select how margin settings are applied.

CERTIFICATION READY? 3.1.1

How do you set margins using the predefined gallery?

5. **SAVE** the document in the lesson folder of your USB flash drive as *draft_proposal*. **PAUSE. LEAVE** the document open to use in the next exercise.

CERTIFICATION READY? 3.1.1

How do you customize margins in a document?

Selecting a Page Orientation

A document's orientation determines what direction the text extends across the page. A document in portrait orientation is 8 1/2" × 11", whereas a document in landscape orientation is 11" × 8 1/2". As you plan and format a document, you must choose its page orientation. In this exercise, you change a document's orientation from portrait (the default) to landscape. In **Portrait orientation**, a format commonly used for business documents, text extends across the shorter length of the document. **Landscape orientation**, commonly used for brochures, graphics, tables, and so on, orients text across the longer dimension of the page.

STEP BY STEP

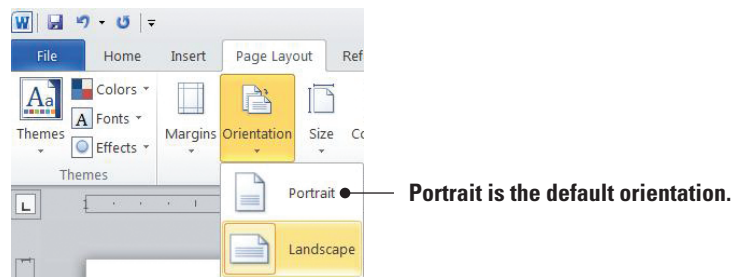
Select a Page Orientation

USE the document that is open from the previous exercise.

1. In the Page Setup group of the Page Layout tab, click the **drop-down arrow** to display the Orientation menu, then select **Landscape**, as shown in Figure 5-4. The page orientation changes to Landscape.
2. Click the **File** tab, then **Print**, to preview the document in Backstage view. On the right side of the pane, the document displays in landscape.

Figure 5-4

Orientation menu



3. **SAVE** document as *draft1_proposal* in the lesson folder on your USB flash drive.
PAUSE. LEAVE the document open to use in the next exercise.

Choosing a Paper Size

While the standard paper size of 8½" × 11" is the default setting, Word provides several options for formatting documents for a variety of paper sizes. For instance, invitations, postcards, legal documents, or reports all require a different paper size. Many printers provide options for printing on different sizes of paper, and in some cases, you may need to change or customize the paper size in Word as you format your document. Legal documents, for example, must be formatted for 8½" × 14" paper. In this exercise, you will change the size of paper from the default.

STEP BY STEP

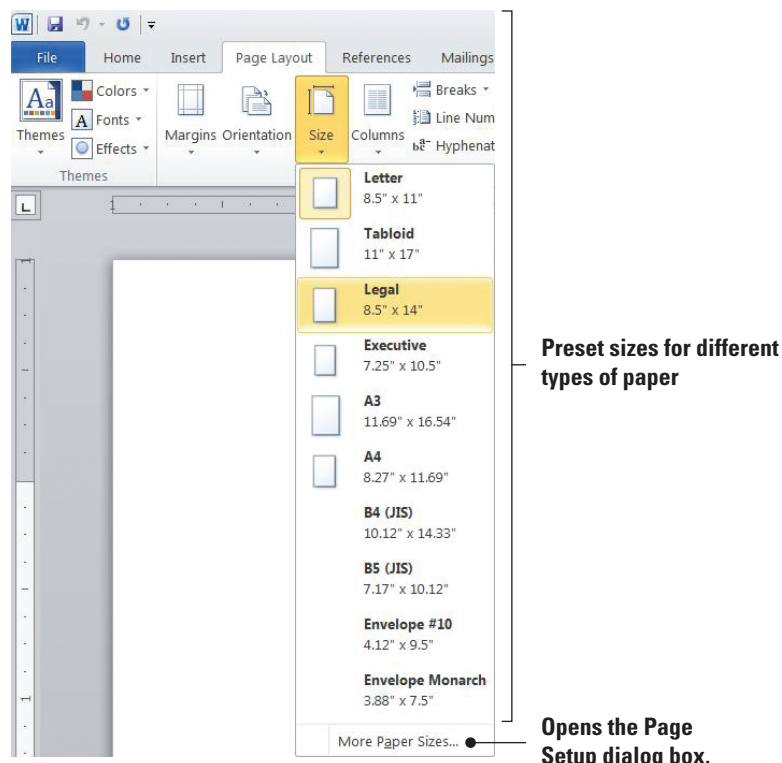
Choose a Paper Size

USE the document that is open from the previous exercise.

1. In the Page Setup group of the Page Layout tab, click the **drop-down arrow** to display the Orientation menu, then select **Portrait**. The orientation is changed back to portrait from the previous exercise.
2. From the Page Setup group of the Page Layout tab, click the **drop-down arrow** to display the Size menu, then select **Legal**, as shown in Figure 5-5. Word provides preset document sizes, or you can customize the paper size by clicking the **More Paper Sizes** button.

Figure 5-5

Size menu



3. On the File tab, click **Print** to preview your document in Backstage view. On the right side of the pane, the document displays in portrait orientation and legal size. It is good practice to preview your document before printing to ensure the text will print correctly.
 4. Click the **Page Layout** tab, then click the **drop-down arrow** to display the Size menu; next, select **Letter**. Notice that while in Backstage view, you can access the tabs on the ribbon.
 5. **SAVE** document as *draft2_proposal* in the lesson folder on your USB flash drive.
- PAUSE. LEAVE** the document open to use in the next exercise.

WORKING WITH BREAKS

The Bottom Line

Word automatically inserts page breaks in multipage documents. There may be times, however, when you will be working with documents that contain various objects or special layouts that require you to control where a page or section breaks. You can insert and remove these manual page breaks and section breaks, and you can control word hyphenation or set nonbreaking spaces in Word.

Inserting and Removing a Manual Page Break

A **page break** is the location in a document where one page ends and a new page begins. You may also decide where to insert the manual page break or set specific options for those page breaks. Page breaks display as a single dotted line with the words Page Break in the center in the Print Layout view (as shown in Figure 5-6). In Print Layout view, Word displays a document page by page, one after the other, on a blue background. In this exercise, you learn to insert and remove a manual page break.

The Breaks menu contains options for inserting three types of breaks:

- **Page:** Inserts a manual page break where one page ends and a new page begins
- **Column:** Inserts a manual column break where text will begin in the next column after the column break
- **Text Wrapping:** Separates the text around objects on a web page, such as caption text from body text

STEP BY STEP

Insert and Remove a Manual Page Break

USE the document that is open from the previous exercise.

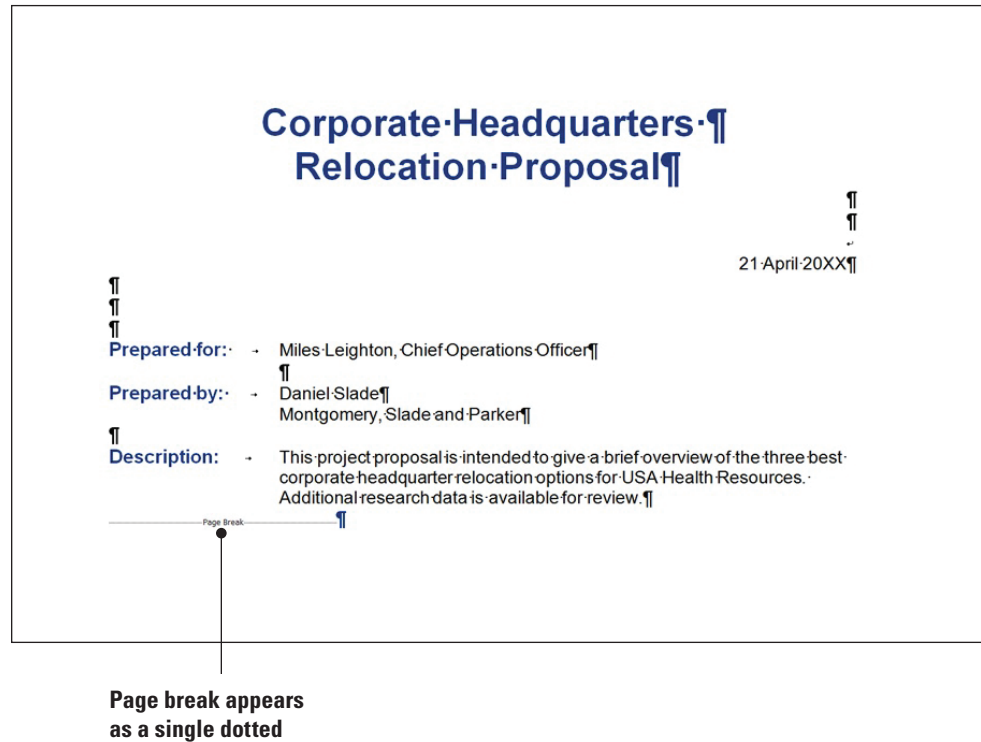
1. Delete all blank lines above Proposal Description.
2. The insertion point is positioned before *P* in the *Proposal Description* heading.
3. On the Insert tab, in the Pages group, click the **Page Break** button. A manual page break is inserted and the Proposal Description paragraph is forced to the next page. Scroll up to the first page and notice the page break marker that has been inserted and that displays as a single dotted line, as shown in Figure 5-6.
4. Scroll down and position the insertion point before the *O* in the *Option 1* heading to insert a manual break using the Page Layout tab to force text to the next page.
5. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the **Breaks** menu. The Breaks menu appears, as shown in Figure 5-7.
6. Select **Page** from the menu and a manual page break is inserted.
7. Position the insertion point before the *O* in the *Option 2* heading and repeat step 5.
8. Position the insertion point before the *O* in the *Option 3* heading and press **Ctrl+Enter** to enter a manual page break using the keyboard shortcut.
9. **SAVE** the document as *draft3_proposal* in the lesson folder on your USB flash drive.

**CERTIFICATION
READY?** **3.1.6**

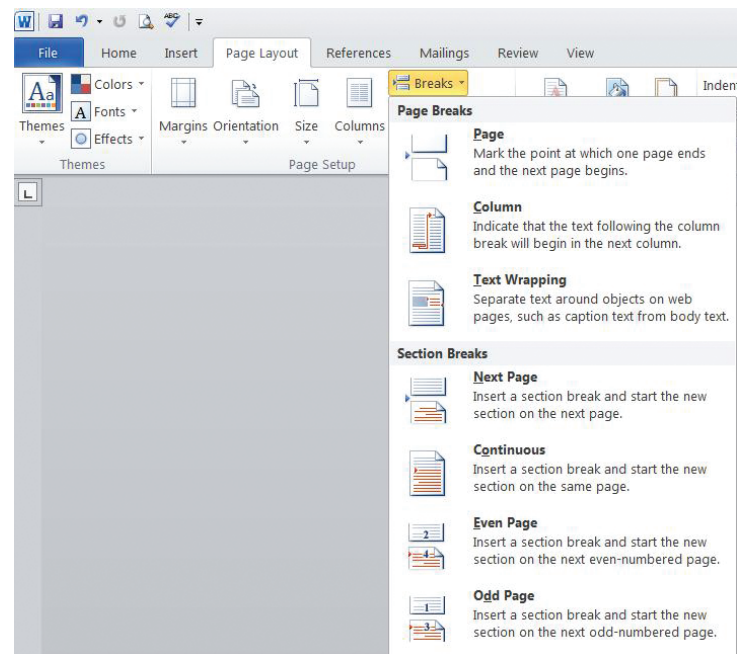
How do you force a manual page break?

Figure 5-6

Page Break in Print Layout View

**Figure 5-7**

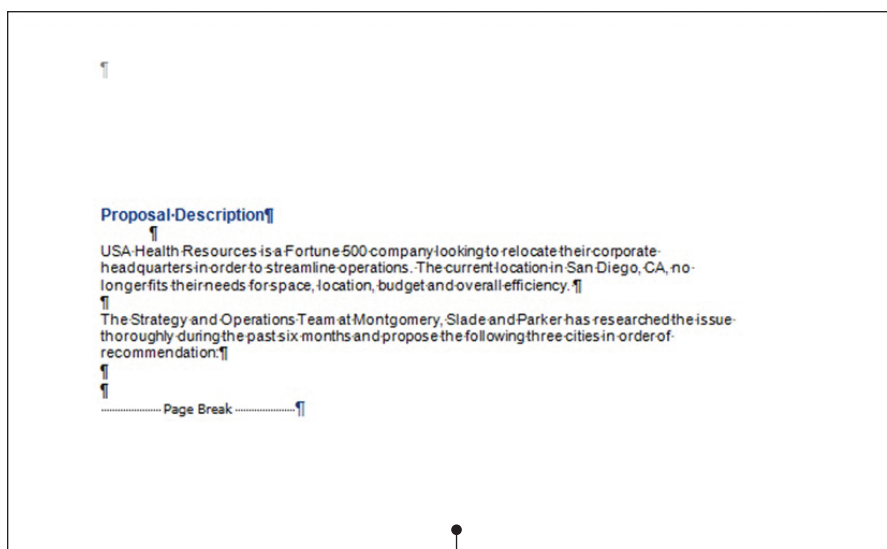
Breaks menu



10. Scroll to the second page and notice the manual page break marker, shown in Figure 5-8.

Figure 5-8

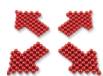
Manual page break with hidden formatting marks displayed



Second page displays hidden marks and manual page break.

**CERTIFICATION
READY? 3.1.6**

How do you delete a manual page break?



Another Way

You can also insert a manual page break by pressing Ctrl+Enter.

11. On page 2, select the **Page Break marker** and press the **Backspace** key. The page break is deleted, and text from the previous page is moved to page 2.
 12. Scroll up to page 1, select the **Page Break marker** below the last paragraph in the Description, and press the **Backspace** key. The Proposal Description heading is moved to page 1.
 13. Select the remaining **Page Break markers** and press **Delete**.
 14. Keep the document open without saving the changes made in the last three steps.
- PAUSE. LEAVE** the document open to use in the next exercise.

Take Note

Click the Show/Hide  button to view page breaks and section breaks for editing purposes.

Inserting Section Breaks

A **section break** is used to create a layout or formatting changes in a portion of a document. It appears with a dotted double line, labeled *Section Break*. You can use section breaks to create a section in your document that contains a page with margins and orientation that is different from the remainder of the document. You can select and delete section breaks just as you can remove page breaks. In this exercise, you will insert a continuous section break and then change the margins for that section.

There are four available options for creating section breaks in Word, as shown in Table 5-1.

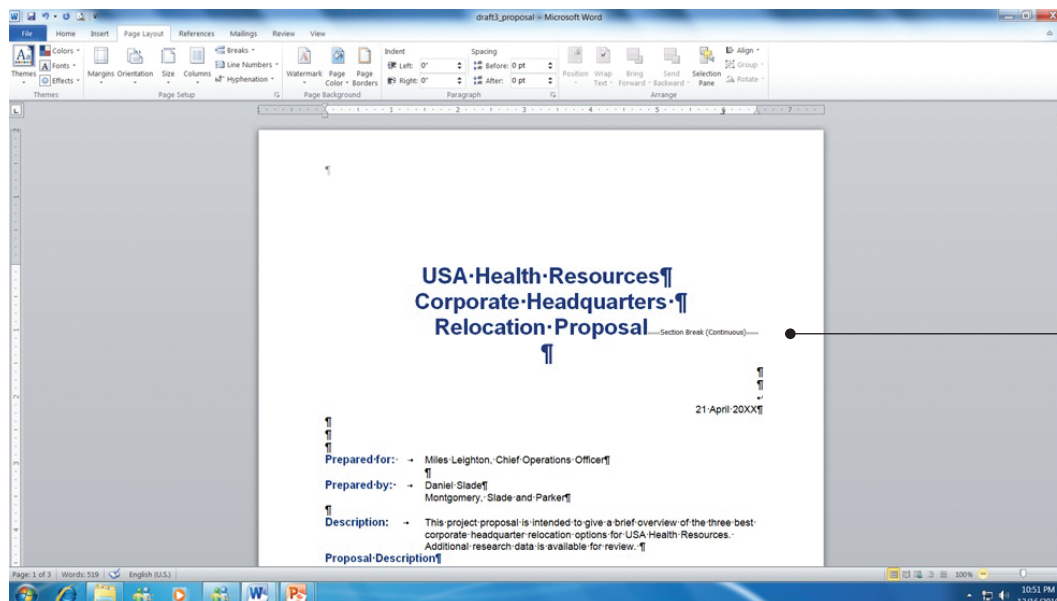
Table 5-1
Types of Section Breaks

Type	Description
Next Page	Inserts a section break and starts the new section on the next page.
Continuous	Inserts a section break and starts the new section on the same page
Even Page	Inserts a section break and starts the new section on the next even-numbered page
Odd Page	Inserts a section break and starts the new section on the next odd-numbered page

STEP BY STEP**Insert a Section Break**

USE the document that is open from the previous exercise.

1. Scroll up to page 1 and position the insertion point after *Relocation Proposal*.
2. On the Page Layout tab, in the Page Setup group, click the **Breaks** menu. Then, under Section Breaks, select **Continuous**.
3. Position the insertion point on the blank line before *P* in *Prepared for...*
4. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Breaks menu.
5. In the Section Breaks section of the menu, select **Next Page**. A section break is inserted in your document, as shown in Figure 5-9. Inserting a section break allows you format the document without affecting the other pages in the document.



Continuous section break displays as a dotted double line.

Figure 5-9

Section break

**CERTIFICATION
READY? 3.1.7**

How do you insert a continuous section break?

**CERTIFICATION
READY? 3.1.7**

How do you insert a next page section break?

**CERTIFICATION
READY? 3.1.5**

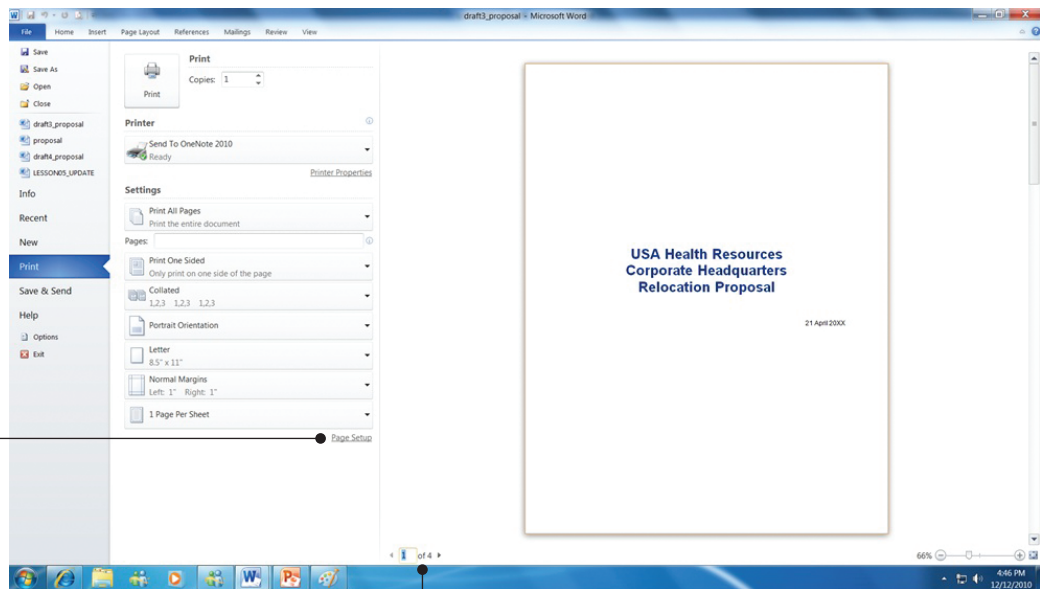
How do you remove a section break?

6. Position the insertion point before the *O* in the Option 1 heading.
7. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Breaks menu.
8. Under Section Breaks, select **Next Page**. The Next Page break begins a new section on the following page.
9. Place the insertion point on page 1 and select the three line headings to include the blank line below. Click the **drop-down arrow** to display the Page Setup dialog box.
10. In the Margins tab, change the top margin from 2" to 1". In the lower-left corner of the dialog box, notice the Apply to section displays as This section.
11. Click the **Layout** tab and under the Page section, Vertical alignment, select **Center**, then click **OK**. The changes made in the Layout tab will be applied to this section.
12. Click the **File** tab, then click **Print** to preview your document in Backstage view. The first page is vertically centered, as shown in Figure 5-10, while the remaining pages are vertically aligned at the top with a 2" margin. Use the directional arrows in Backstage to go to the next page. Press the **Esc** key.
13. Position the insertion point anywhere on page 3. In the Page Setup group, click the **drop-down arrow** to display the Page Setup dialog box. In the Margins tab, change the top margin from 2" to 1". The margins for pages 3 and 4 are set to 1".
14. **SAVE** the document as **draft4_proposal** in the lesson folder on your USB flash drive.

Figure 5-10

Document with section break
and vertical centering

Page Setup dialog box
can be accessed through
Backstage view.



Navigate through
document using the
directional arrow.

CERTIFICATION READY? 3.1.7

How do you insert an odd
page section break?

CERTIFICATION READY? 3.1.7

How do you insert an even
page section break?

15. Highlight and press **Delete** to remove each of the section breaks that you have applied.

16. On the first page, position the insertion point before the *P* in *Prepared for*. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Breaks menu. Under Section Breaks in the Breaks menu, select **Even Page** to start a new section on the next even-numbered page. The status bar reads 2 of 3.

17. Position the insertion point before *O* in *Option 1* heading.

18. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Breaks menu, then select **Odd Page** to start a new section on the next odd-numbered page. The status bar reads 3 of 4. Section breaks have been inserted for both Even and Odd Pages.

19. **SAVE** the document as **draft5_proposal** in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Section breaks can be used to change types of formatting for:

- Columns
- Footnotes and endnotes
- Headers and footers
- Line numbering
- Margins
- Page borders
- Page numbering
- Paper size or orientation
- Paper source for a printer
- Vertical alignment of text on a page

Take Note

Remember that when you delete a section break, you remove the section formatting as well.

Using Hyphenation

Hyphens, shown as the punctuation mark -, are used to join words and separate syllables of a single word. By default, **hyphenation** is off in Word; all words appear on a single line, rather than hyphenated. As you format a document, however, you might need to determine when to apply a hyphen. In this exercise, you practice using Word's hyphenation feature.

Note the differences here between a document with hyphenation and one without hyphenation.

Without hyphenation:

As a marketing associate for First Bank, you are involved in a wide variety of marketing and communications projects.

With hyphenation:

As a marketing associate for First Bank, you are involved in a wide variety of marketing and communications projects.

STEP BY STEP

Insert Hyphens in a Document

OPEN *relocation_proposal* from the data files for this lesson.

1. On the Page Layout tab, in the Page Setup group, click the **Hyphenation drop-down arrow** and select **Automatic**; review your document.
2. Click the **drop-down arrow** to display the Hyphenation menu and select **None**, as shown in Figure 5-11.

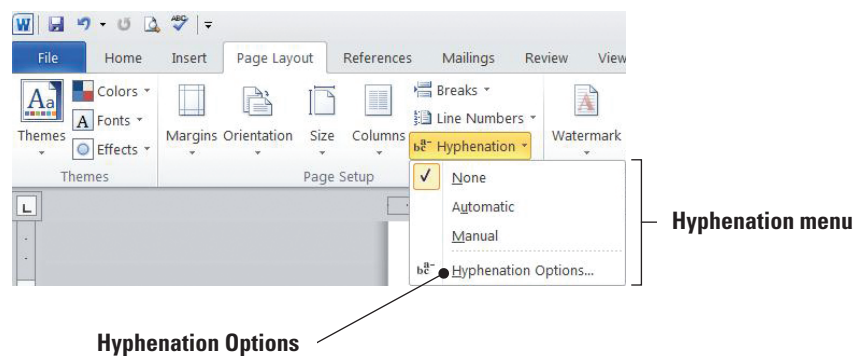
@ The *relocation_proposal* file for this lesson is available on the book companion website or in WileyPLUS.

Figure 5-11

Hyphenation menu



WileyPLUS Extra! features an online tutorial of this task.



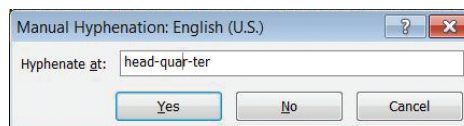
CERTIFICATION READY? 3.1.3

How do you apply manual hyphenation in a document?

3. Click the **Hyphenation drop-down arrow** again, and select **Manual**. The Manual Hyphenation dialog box stops at the first suggested text for hyphenation (*headquarter*), as shown in Figure 5-12. Click **Yes**. Manual Hyphenation will allow you to determine where to hyphenate the word by clicking **Yes**, **No**, or **Cancel**, and you can decide where to position the insertion point.

Figure 5-12

Manual Hyphenation dialog box



CERTIFICATION READY? 3.1.3

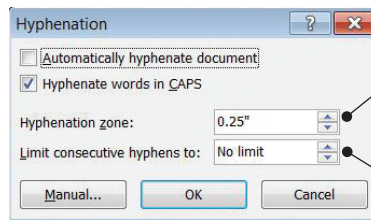
How do you apply hyphenation in a document automatically?

4. Click **Yes** to *headquarters*. Click **No** to *issue* and *ample*. Click **Yes** to *technology* and *location*. When Word stops at *transportation*, move the insertion point to the third hyphen (after "ta") and click **Yes**. Click **No** to *proximity* and **Yes** to *business*. The Hyphenation prompt will appear when Word has completed the process of searching for words to hyphenate within the document. Click **OK**.
5. **SAVE** the document as *relocation1_proposal* in the lesson folder on your USB flash drive.

6. Click the **Hyphenation drop-down arrow** and select **Hyphenation Options** to open the Hyphenation dialog box, as shown in Figure 5-13. Click the **Automatically hyphenate document** check box. Click **OK**.

Figure 5-13

Hyphenation dialog box



Hyphenation zone is the distance from the right margin.

Restrict the number of hyphens in the document.

CERTIFICATION READY? 3.1.3

How do you change the hyphenation zone?

Take Note

CERTIFICATION READY? 3.1.3

How do you limit hyphens?

7. Click the **Hyphenation drop-down arrow** and select **Hyphenation Options**. Then, in the Hyphenation dialog box, key **.75"** in the Hyphenation zone. The Hyphenation zone is the distance from the right margin in which Word is allowed to hyphenate words. The default is set at 0.25". As the zone is increased, fewer words will require hyphenation.

To reduce the number of hyphens in your document, make the hyphenation zone wider. To reduce the raggedness of the right margin, make the hyphenation zone narrower.

8. Click the **up arrow** to set the Limit Consecutive Hyphens to **2**. Click **OK**. The number of hyphens in the document is restricted once the default is changed from No Limit.
9. **SAVE** the document as **relocation2_proposal** in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.



The **employment_offer_letter** file for this lesson is available on the book companion website or in WileyPLUS.


Inserting Nonbreaking Spaces

Word will determine when to wrap text to the next line as it reaches the right margin. In some instances, you may want to keep the text together on the same line, such as for a date (November 19, 20XX), a telephone number ((999) 888-5555), a proper name (LA Martinez), and so on. In this exercise, you learn to insert **nonbreaking spaces** in Word, to keep selected text on a single line.

STEP BY STEP

Insert a Nonbreaking Space

OPEN the document **employment_offer_letter** from the lesson folder.

1. On the Home tab, in the Paragraph group, click the **Show/Hide**  button to display hidden marks on the page.
2. In the first paragraph of the document at the end of the second line, the month and day are in two separate lines.
3. Place your insertion point after the *r* in *November*. Select the **nonprinting space mark** between "November" and "3".
4. Click the **Insert** tab, and in the Symbols group, click **drop-down arrow** on Symbols, then **More Symbols** to open the Symbols dialog box.
5. Click the **Special Characters** tab, then select the **Nonbreaking Space** option in the **Character** list. Click **Insert**, then click **Close**. Inserting a nonbreaking space prevents the month and date from separating.
6. **SAVE** the document as **employment_confirmed** in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.



Another Way

Using the shortcut keys **Ctrl+Shift+Space** is a quick way to insert a nonbreaking space.

CERTIFICATION READY? 3.1.2

How do you apply a nonbreaking space to a document?



Troubleshooting To keep text together, you must select all spaces between words and insert the nonbreaking space option in the Symbol dialog box.

CONTROLLING PAGINATION

The Bottom Line

A well-organized and formatted document will capture and maintain the reader's attention.

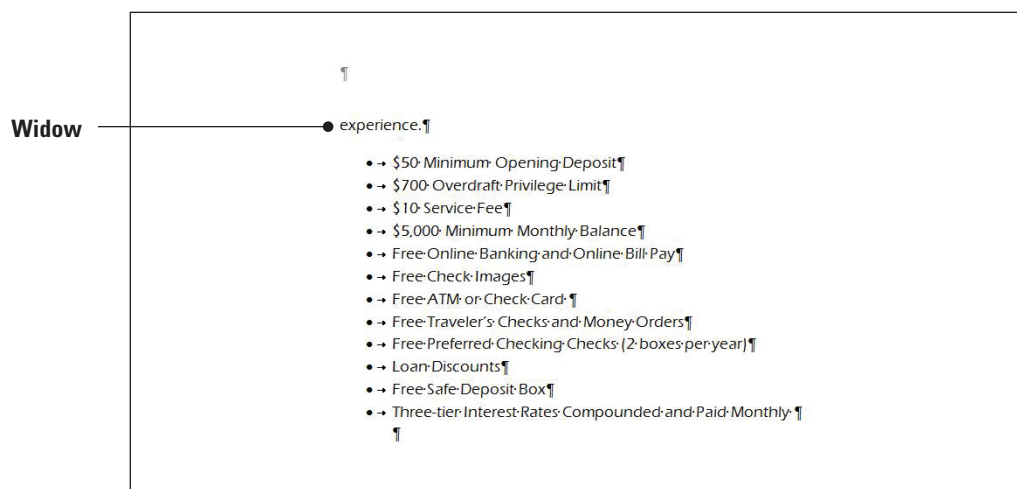
Controlling Widows and Orphans

To maintain an appealing appearance and readable content, you may need to keep the first or last line of a paragraph from appearing alone on the page. Word provides options for keeping text lines together and avoiding single lines of text at the top or bottom of a page. In this exercise, you will manage Word's Widow/Orphan Control.

A **widow** is the last line of a paragraph that appears at the top of a page, as shown in Figure 5-14.

Figure 5-14

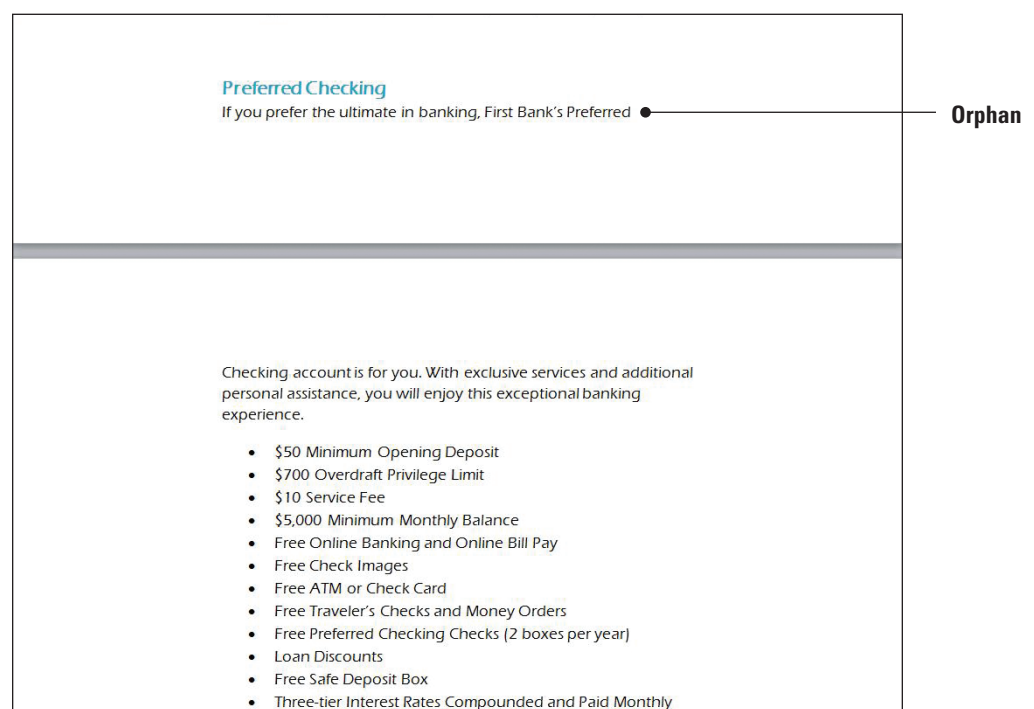
A widow at the top of a page



An **orphan** is the first line of a paragraph that appears alone at the bottom of a page, as shown in Figure 5-15.

Figure 5-15

An orphan at the bottom of a page



STEP BY STEP**Turn on Widow/Orphan Control**

The **checking** file for this lesson is available on the book companion website or in WileyPLUS.

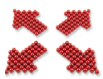
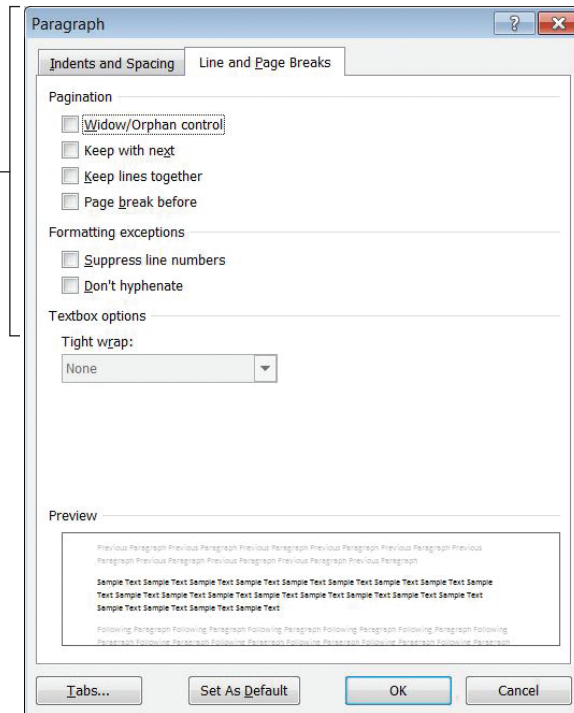
OPEN the **checking** document from the data files for this lesson.

1. Scroll to the top of page 2 and notice the widow *experience*. . . at the top of the page.
2. On page 1 of the document, select the **three-line paragraph** under Preferred Checking, including the widow.
3. On the Home tab, in the Paragraph group, click the **dialog box launcher**. The Paragraph dialog box appears.
4. Click the **Line and Page Breaks** tab, as shown in Figure 5-16.

Figure 5-16

Paragraph dialog box

By default, Widow/Orphan Control is on.



Another Way

The Paragraph dialog box can be opened in the Page Layout tab, Paragraph group.

5. Click the check box to select **Widow/Orphan Control**, then click **OK**. Notice that another line of the paragraph moves to the second page. By default, Widow/Orphan Control is on, and in this exercise, Widow/Orphan Control was off.

6. **SAVE** the document as **checking_choices** in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Keeping a Paragraph's Lines on the Same Page

To keep all sentences of a paragraph on the same page, you can use Word's Keep Lines Together command. By default, the Keep Lines Together feature in Word is off. To keep the lines of a paragraph together, select the paragraph, then open the Paragraph dialog box in the Page Layout tab and click to select the Keep Lines Together check box from the Line and Page Breaks tab. In this exercise, you will practice keeping lines together on the selected paragraph.

STEP BY STEP**Keep Lines Together**

USE the document that is open from the previous exercise.

1. Select the **two-line paragraph** under Preferred Checking.
2. In the Home tab, in the Paragraph group, click the **dialog box launcher**. The Paragraph dialog box appears.

3. On the Line and Page Breaks tab, click to select the **Keep Lines Together** box, then click **OK**. Notice that the two lines that were at the bottom of page 1 moved to page 2.
 4. **SAVE** the document as **checking_choices2** in the lesson folder on your USB flash drive.
- PAUSE. LEAVE** the document open to use in the next exercise.

Keeping Two Paragraphs on the Same Page

Word considers any line of text followed by an Enter to be a paragraph. For instance, when you press Enter after keying a heading, the heading becomes a paragraph. To keep two paragraphs on the same page, you will select both paragraphs, then, in the Lines and Page Break tab of the Paragraph dialog box, click to select the Keep with Next check box. In this exercise, you will practice keeping two paragraphs together on the same page, such as a heading and the text below it, using Word's Keep with Next command.

STEP BY STEP

Keep Two Paragraphs on the Same Page

USE the document that is open from the previous exercise.

1. Select the Preferred Checking heading and the four-line paragraph below it.
 2. On the Home tab, in the Paragraph group, click the **dialog box launcher**. The Paragraph dialog box appears.
 3. On the Line and Page Breaks tab, click to select the **Keep with Next** box, then click **OK**. Notice that the two paragraphs (the heading and paragraph that follows) are together and have moved to page 2.
 4. **SAVE** the document as **checking_choices3** in the lesson folder on your USB flash drive.
- PAUSE. LEAVE** the document open to use in the next exercise.

Forcing a Paragraph to the Top of a Page

Automatic page breaks usually occur at acceptable places in a Word document, but there may be times when you need to force a paragraph to the top of a page. In this exercise, you practice inserting a page break before a paragraph, to force the paragraph to the top of the next page.

STEP BY STEP

Force a Paragraph to the Top of a Page

USE the document that is open from the previous exercise.

1. Position the insertion point before the S in the Senior Preferred Checking heading.
2. On the Home tab, in the Paragraph group, click the **dialog box launcher**. The Paragraph dialog box appears.
3. On the Line and Page Breaks tab, click to select the **Page Break Before** box, then click **OK**. Using this command will force text to the top of a new page.
4. **SAVE** the document as **checking_choices4** in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** **3.1.6**

How do you force a page break in a document?

SETTING UP COLUMNS

Columns are vertical blocks of text in which text flows from the bottom of one column to the top of the next. Newspapers, magazines, and newsletters are formatted in columns because of the large amounts of text. Text formatted into columns will produce shorter lines and a white space between columns. By default, Word documents are formatted as single column, but you can change that formatting to display multiple columns or columns of varying widths.

Creating Columns

In this exercise, you will practice creating columns within an existing Word document.

STEP BY STEP

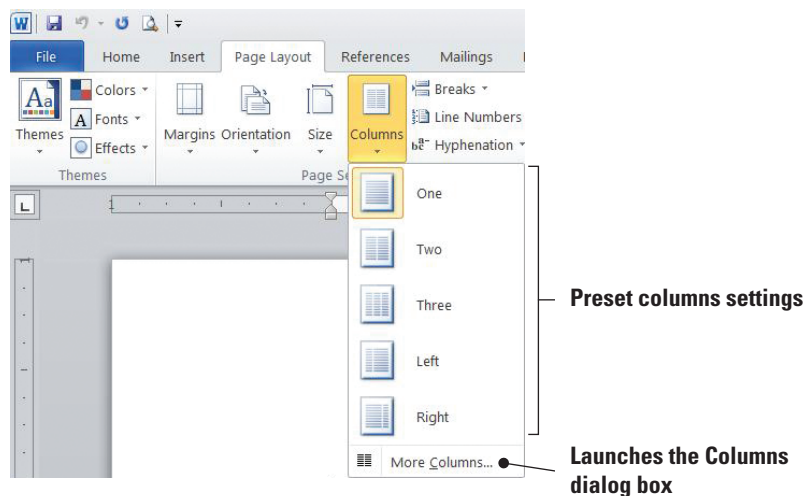
Create Columns

USE the document that is open from the previous exercise.

1. Place the insertion point in front of *F* in Free Checking on page 1.
2. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Columns menu. The Columns menu appears, as shown in Figure 5-17.

Figure 5-17

Columns menu



**CERTIFICATION
READY?** **3.1.4**

How do you create columns?

3. Select **Two**. The text in the document following the Personal Checking Choices heading is formatted into two columns.

4. **SAVE** the document as **checking_draft** in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.



Troubleshooting When formatting existing text into columns, avoid selecting the document's title heading if you wish to keep it as a single column.

Formatting Columns

In addition to Word's common column formats, you can customize column formats to fit the text and the purpose of your document. By default, when you click the Columns button and select from the Column menu options, the whole document is formatted as columns. Using the Columns dialog box, you can apply column formatting to the whole document or a selected part of the document, only. You also can change a document formatted in multiple columns back to a single-column document. In this exercise, you learn to format columns in Word.

On the Page Layout tab, in the Page Setup group, the Columns menu lists these options for creating common column formats:

- **One:** Formats the text into a single column
- **Two:** Formats the text into two even columns
- **Three:** Formats the text into three even columns
- **Left:** Formats the text into two unequal columns—a narrow one on the left and a wide one on the right

- **Right:** Formats the text into two uneven columns—a narrow one on the right and a wide one on the left
- **More Columns:** Contains options for customizing columns

Click the Line Between box to insert a vertical line between columns.

STEP BY STEP

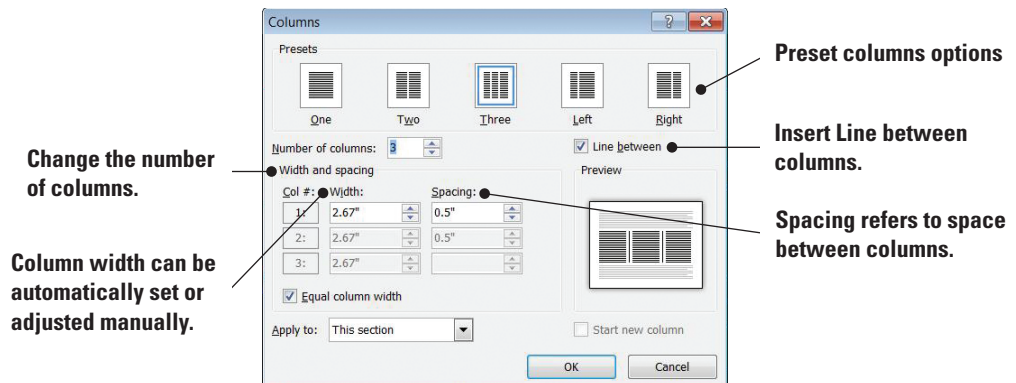
Format Columns

USE the document that is open from the previous exercise.

1. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Columns menu. The insertion point should be position in front of *Free Checking*.
2. Select **More Columns**. The Columns dialog box appears, as shown in Figure 5-18.

Figure 5-18

Columns dialog box



3. In the Number of columns box, key **3** or click the up arrow once.
4. Click the **Line between** check box.
5. Click **OK**.
6. Position the insertion point before the S in the Senior Preferred heading. The Page Break Before that was added earlier in this lesson will be removed in the next step.
7. In the Page Layout tab, within the Paragraph group, click the **dialog box launcher**. In the Line and Page Breaks tab of the dialog box, click to deselect the **Page Break Before** box and click **OK**. The Page Break Before command is removed from the document and the text moves to the previous page. Click **OK**.
8. In the Page Layout tab, change the Orientation option to **Landscape** and click **Margins**, then **Custom Margins** to open the Page Setup dialog box. Change the **Top** and **Bottom** margin settings to **0.5"**, and in the Apply To selection box at the bottom of the Margins tab, notice that this will affect the Whole Document. Click **OK**.
9. Place the insertion point in front of the V in *Value Checking*. Click the **drop-down arrow** to display the Breaks menu, then select **Columns** to insert a column break. Value Checking and the text below move to the second column.
10. Place the insertion point in front of the P in Preferred Checking and click the **drop-down arrow** to display the Breaks menu, then select **Column** break. Preferred Checking and the text below move to the third column.
11. Place the insertion point in front of the S in Senior Preferred Checking and click the **drop-down arrow** to display the Breaks menu, then select **Column**. The text is moved to the top of the next page.
12. Select the two headings beginning with First Bank . . . Personal Checking Choices.
13. Click the **drop-down arrow** in Columns and select **One**. The first two headings are now single columns.
14. Press the **Enter** key after the s in Choices. Notice the Continuous Section Break separating the heading and the columns.
15. Select the two headings and on the Home tab, in the Paragraph group, click the **Center** button. Applying the Center feature does not affect the text in the columns as shown in Figure 5-19.

CERTIFICATION
READY? 3.1.4

How do you format columns?

CERTIFICATION
READY? 3.1.4

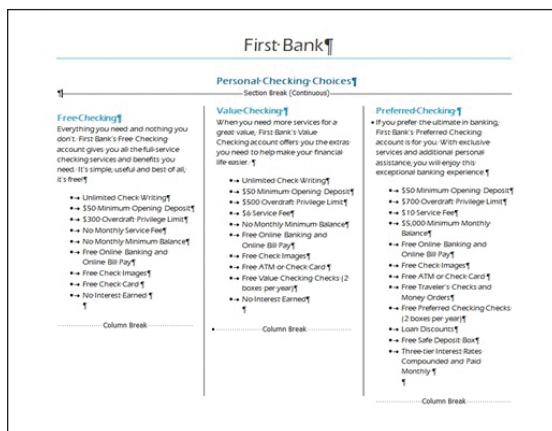
How do you change a multiple
column to a single column?

CERTIFICATION
READY? 3.1.4

How do you insert a
column break?

Figure 5-19

Formatted with columns



16. SAVE the document as **checking_draft1** in the lesson folder on your USB flash drive.
PAUSE. LEAVE the document open to use in the next exercise.

Changing Column Widths

Column widths can be even or you can specify varying column widths. Word provides an option to keep the columns with the same width by selecting the Equal Column Width option. Column width and spacing settings are displayed for the first column only and can be set to a specific width. In this exercise, you learn to change column widths in Word documents.

STEP BY STEP

Change Column Widths

USE the document that is open from the previous exercise.

1. Place your insertion point anywhere in the first column.
2. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Columns menu.
3. Select **More Columns**. The Columns dialog box appears.
4. Key **2** in the **Number of Columns** box or click the **down arrow**.
5. Select the text in the **Width** box and key **3.25**. Press the **Tab** key to move to the Spacing box. Notice that the spacing adjusted automatically to **2.5**. Click **OK**. The Apply to section will only affect the columns.
6. On the Page Layout tab, in the Page Setup group, click the **drop-down arrow** to display the Columns menu and select **More Columns**.
7. Click the **Three** columns button. Select the text in the **Width** box and key **2.3**. Press the **Tab** key to move to the Spacing box. Notice that the spacing adjusted automatically to 1.05. Click **OK**.
8. **SAVE** the document as **checking_draft2** in the lesson folder on your USB flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** **3.1.4**

How do you change column widths?

INSERTING A BLANK PAGE INTO A DOCUMENT

The Bottom Line

When creating or editing a document, you may need to insert a blank page to add more text, graphics, or a table. Rather than pressing the Enter key enough times to insert a blank page, Word provides a Blank Page command.

Inserting a Blank Page

You can insert a blank page at any point within a document—the beginning, middle, or end. To insert a blank page, position the insertion point and click the Blank Page command in the Pages group on the Insert tab. To delete a blank page, use the Show/Hide (¶) button to display hidden

characters, then select and delete the page break. In this exercise, you will practice inserting a blank page in the middle of the document.

STEP BY STEP

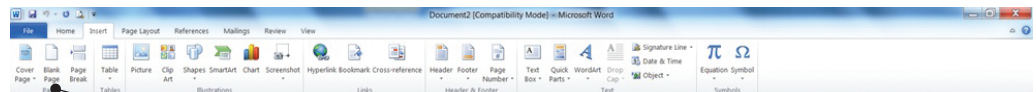
Insert a Blank Page

USE the document that is open from the previous exercise.

1. Position the insertion point before the *F* in Free Checking.
2. On the Insert tab, in the Pages group, click **Blank Page** (see Figure 5-20). Page 2 is a blank page.

Figure 5-20

Blank page



Blank Page command inserts a blank page at the insertion point.

**CERTIFICATION
READY?** **3.1.8**

How do you insert a blank page?

3. Click the **Undo** button on the Quick Access Toolbar.
4. **SAVE** the document with the same filename in the lesson folder on your USB flash drive, then **CLOSE** the file.

STOP. CLOSE Word.

SKILL SUMMARY

In This Lesson, You Learned How To:	Exam Objective	Objective Number
Set page layout	Set margins.	3.1.1
Work with breaks	Insert nonbreaking spaces.	3.1.2
	Add hyphenation.	3.1.3
	Remove a break.	3.1.5
	Insert a section break.	3.1.7
Control pagination	Force a page break.	3.1.6
Set up columns	Add columns.	3.1.4
Insert a blank page into a document	Insert a blank page into a document.	3.1.8

Knowledge Assessment

True/False

Circle **T** if the statement is true or **F** if the statement is false.

- | | |
|--------|---|
| T F | 1. A page height that is larger than the page width is characteristic of portrait orientation. |
| T F | 2. In Word, the default margin size is 1.5 inches for the top, bottom, left, and right margins. |
| T F | 3. Columns are blank spaces on the sides, top, and bottom of a document. |
| T F | 4. Paper size refers to landscape or portrait orientation. |

- | | | |
|---|---|---|
| T | F | 5. Widow/Orphan Control is on by default. |
| T | F | 6. A column break moves text from one column to the next. |
| T | F | 7. Use Widow/Orphan Control to keep all lines of a paragraph together on the same page. |
| T | F | 8. Word considers a heading a paragraph. |
| T | F | 9. A continuous section break starts the new section on the next page. |
| T | F | 10. A page break is the location in a document where one page ends and a new page begins. |

Multiple Choice

Select the best response for the following statements.

1. What is the term for the last line of a paragraph when it is left alone at the top of a page?
 - a. Orphan
 - b. Widow
 - c. Widow/Orphan Control
 - d. Keep Lines Together
2. What is the first line of a paragraph that is left alone at the bottom of a page called?
 - a. Widow
 - b. Orphan
 - c. Widow/Orphan Control
 - d. Keep Paragraphs Together
3. Pressing **Ctrl+Enter** produces what?
 - a. A section break
 - b. A next page break
 - c. A page break
 - d. A continuous break
4. Which of the following is used to create layout or formatting changes in a portion of a document?
 - a. Section break
 - b. Page break
 - c. Next Page break
 - d. Text wrapping
5. Which would be used to move vertical blocks of text from the bottom of one block of text to the top of the next block of text (on the same page)?
 - a. Column breaks
 - b. Section breaks
 - c. Two columns
 - d. Three columns
6. Which of the following inserts an empty page at the insertion point?
 - a. **Shift+Enter**
 - b. **Alt+Enter**
 - c. Blank Page command
 - d. Page Break command
7. Which of the following displays the Columns dialog box?
 - a. Columns button
 - b. More Columns command
 - c. Right-click
 - d. All of the above


8. Which of the following is used to keep two adjacent words on the same line?
 - a. Keep lines together
 - b. Keep paragraphs together
 - c. Nonbreaking space
 - d. Nonbreaking hyphen
9. Hyphens are used to:
 - a. join words.
 - b. separate syllables.
 - c. break single words into one word.
 - d. All of the above
10. Which of the following is true of the Manual Hyphenation command?
 - a. It automatically stops at a word and asks you to decide where to hyphenate.
 - b. It hyphenates words automatically.
 - c. It does not allow hyphenating on any words.
 - d. None of the above.



Competency Assessment

Project 5-1: YMCA Newsletter

Format some data for the YMCA into a two-column newsletter.

GET READY. LAUNCH Word if it is not already running.

 The **ynews** file for this lesson is available on the book companion website or in WileyPLUS.


1. **OPEN** **ynews** from the data files for this lesson.
2. Click the **Show/Hide ¶**  button.
3. Position the insertion point before the *M* in the heading, Mother's Day Out. . . .
4. On the Page Layout tab, in the Page Setup group, click the **Breaks** button and select **Continuous** from the menu.
5. On the Page Layout tab, in the Page Setup group, click the **Columns** button and select **Two**.
6. Position the insertion point before the *F* in the Fall Soccer. . . heading.
7. On the Page Layout tab, in the Page Setup group, click the **Breaks** button and select **Column**.
8. On the Page Layout tab, in the Page Setup group, click the **Columns** button and click **More Columns**.
9. In the Columns dialog box, click the **up arrow** on the Width box to change to **2.8**. The number in the Spacing box should adjust to **.9"**.
10. Click the **Line Between** box and click **OK**.
11. Click the **Show/Hide ¶**  button.
12. **SAVE** the document as **ymca_newsletter** in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 5-2: Computer Use Policy

You are updating First Bank's computer use policy and you need to adjust the flow of text on the page.

GET READY. LAUNCH Word if it is not already running.

 The **computer-usepolicy** file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** **computerusepolicy** from the data files for this lesson.

2. Scroll to the top of page 3. Position the insertion point before the e in engaging in illegal activity.
3. On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click to select the **Widow/Orphan Control** box and click **OK**.
4. Position the insertion point in the last line of page 3 that begins *D. Anyone obtaining. . .*
5. On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click the **Keep Lines Together** box, then click **OK**.
6. Position the insertion point before the S in the Section Ten heading.
7. On the Home tab, in the Paragraph group, click the **dialog box launcher**. On the Line and Page Breaks tab, click the **Page Break Before** box and click **OK**.
8. Place the insertion point at the beginning of the document. Click the **Page Layout** tab and in the Page Setup group, click the **Hyphenation** button, then click **Hyphenation Options**. Click to select the **Automatically hyphenate the document** check box, and change the Hyphenation zone setting to **.50**, with a consecutive hyphens limit of **3**.
9. In the first page, beginning with Sample Computer Use Policy, select the hidden space mark after March.
10. On the Insert tab on the Symbols group, click the **Symbols** button, then choose **More Symbols**. Click the **Special Characters** tab then select **Nonbreaking Spaces**. Click **Insert**, then **Close**. Select the nonprinting space mark before 2 in the year and press **Ctrl+Shift+Spacebar**.
11. **SAVE** the document as **new_computeruse_policy** in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Proficiency Assessment

Project 5-3: Coffee Shop Brochure

Your supervisor at the Grand Street Coffee Shop asks you to format the information in their coffee menu as a brochure.

GET READY. LAUNCH Word if it is not already running.



The **coffeemenu** file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** **coffeemenu** from the data files for this lesson.
2. Change the page orientation to **Landscape**.
3. Position the insertion point before the *M* in the Menu heading and insert a **Continuous** section break.
4. Create an uneven, two-column format using the **Left** column setting. Position the insertion point in front of Coffee and select text to the end of the document.
5. Position the insertion point before the *N* in the *Nutritional* heading and insert a **Column** break.
6. Increase the amount of space between columns to **.7"**. The document should fit to one page.
7. **SAVE** the document as **coffee_shop_brochure** in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 5-4: Mom's Favorite Recipes

Your mom asks you to help her create a small cookbook filled with her favorite recipes that she can share with family and friends. She has emailed you a Word document containing a few recipes to help you get started with creating a format.

GET READY. LAUNCH Word if it is not already running.



The **recipes** file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** **recipes** from the data files for this lesson.
2. Position the insertion point before the *C* in the Chicken Pot Pie heading and insert a **Continuous** section break.
3. Position the insertion point before the *B* in the Breads heading and insert a **Next Page** section break.
4. Position the insertion point before the *B* in the Banana Nut Bread/Chocolate Chip Muffins headings and insert a **Continuous** section break.
5. Position the insertion point anywhere within the Chicken Pot Pie recipe.
6. Format this and the remaining recipes in the Main Dishes section into two even columns with **.9"** spacing between columns and a line between.
7. Position the insertion point anywhere within the *Banana Nut Bread* recipe.
8. Format this and the remaining recipes in the *Breads* section into two even columns with **.9"** spacing between columns and a line between.
9. Position the insertion point before the *R* in the Ranch Chicken heading and insert a **column break**.
10. Position the insertion point before the *E* in the *Easy Pumpkin Bread/Muffins* heading and insert a **column break**.
11. Position the insertion point before the *C* in the *Chocolate Zucchini Bread* heading and insert a **column break**.
12. Position the insertion point under *Very Blueberry Coffee Cake/Muffins*, and select the hidden space mark between *cream cheese* for the second ingredient *1/2 (8 oz) package of . . .* and add a nonbreaking space. Click the **Insert** tab, in the Symbols groups, click **More Symbols**, then click the **Special Character** tab and select the **Nonbreaking space** option. In the ninth ingredient, select the hidden space mark between the words *or* and *huckleberries*, and add a nonbreaking space.
13. Click the **Show/Hide ¶** button to hide formatting marks.
14. **SAVE** and the document as **favorite_recipes** in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Mastery Assessment

Project 5-5: Threefold Bank Brochure

The **Checking Choices** document needs to be formatted to accommodate the whole document on one page. Your task is to use the features learned in this lesson and apply them to this document as shown in Figure 5-21.

GET READY. LAUNCH Word if it is not already running.



The **checking-acctchoices** file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** **checkingacctchoices** from the data files for this lesson.
2. Reformat the document using a page size of **8½ × 14** with **Landscape** orientation. Create the brochure to look like the one shown in Figure 5-21.
3. Remove the Next Page section break after the heading, *Personal Checking Choice*. Delete the blank line above *Free Checking*. Change the columns to four columns, and add column breaks before each column heading. After *Personal Checking Choices* apply a Spacing After to 18 pt.

Figure 5-21

Checking brochure

First Bank			
Personal Checking Choices			
Free-Checking Everything you need and nothing you don't: First Bank's Free Checking account gives you all the full-service checking services and benefits you need. It's simple, useful and best of all, it's free! <ul style="list-style-type: none"> • Unlimited Check Writing • \$50 Minimum Opening Deposit • \$300 Overdraft Privilege Limit • No Monthly Service Fee • No Monthly Minimum Balance • Free Online Banking and Online Bill Pay • Free Check Images • Free Check Card • No Interest Earned 	Value-Checking When you need more services for a great value, First Bank's Value Checking account offers you the extras you need to help make your financial life easier. <ul style="list-style-type: none"> • Unlimited Check Writing • \$50 Minimum Opening Deposit • \$500 Overdraft Privilege Limit • \$6 Service Fee • No Monthly Minimum Balance • Free Online Banking and Online Bill Pay • Free Check Images • Free ATM or Check Card • Free Value Checking Checks (2 boxes per year) • No Interest Earned 	Preferred Checking If you prefer the ultimate in banking, First Bank's Preferred Checking account is for you. With exclusive services and additional personal assistance, you will enjoy this exceptional banking experience. <ul style="list-style-type: none"> • \$50 Minimum Opening Deposit • \$700 Overdraft Privilege Limit • \$10 Service Fee • \$5,000 Minimum Monthly Balance • Free Online Banking and Online Bill Pay • Free Check Images • Free ATM or Check Card • Free Traveler's Checks and Money Orders • Free Preferred Checking Checks (2 boxes per year) • Loan Discounts • Free Safe Deposit Box • Three-tier Interest Rates Compounded and Paid Monthly 	Senior-Preferred Checking If you are over 55, Senior Preferred Checking offers you special services to help you manage your unique financial needs. <ul style="list-style-type: none"> • \$50 Minimum Opening Deposit • \$700 Overdraft Privilege Limit • \$10 Service Fee • \$2,000 Minimum Balance • Free Online Banking and Online Bill Pay • Free Check Images • Free Check Card • Free Traveler's Checks and Money Orders • Free Senior Preferred Checks (2 boxes per year) • Special Certificate of Deposit Rates • Free Safe Deposit Box • Three-tier Interest Rates Compounded and Paid Monthly • Free Notary Service and Signature Guarantee

4. **SAVE** the document as **checking_brochure** in the lesson folder on your USB flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 5-6: Reformat the YMCA Newsletter

As an alternative to the layout you created earlier, reformat the YMCA newsletter with two uneven columns.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** **ynewsletter** from the data files for this lesson.
2. Reformat the newsletter with two uneven columns using the Right column setting.
3. Format the document on one page. (Hint: Delete the column break in the first column and add a column break in front of *Volunteer Coaches*. . .)
4. **SAVE** the document as **right_ymca_newsletter** in the lesson folder on your USB flash drive, then **CLOSE** the file.

STOP. **CLOSE** Word.



The **ynewsletter** file for this lesson is available on the book companion website or in WileyPLUS.



INTERNET READY

Have you considered starting your own business someday? Use the Internet to research small business checking accounts

from three different banks. What are the fees? What services are offered? What are the restrictions? Create a three-column document comparing the account features of each bank side by side.

Workplace *Ready*

CREATING COLUMNS

Visit the Student Government Association on your campus and review their marketing materials. Determine how you can improve the appearance of any form on file and incorporate the skills you learned in this lesson. Select a form that is a single column and apply three columns, letter size, landscape orientation, and other features to improve the document.
